6/

G.M 1916

373 2 16

SL NO 1

Typed matter in official Correspondence
Issued for initialling every page

G. R. S. IX-5]

*Previous references.*

File No. 373-16

Serial Nos.

191 6.

( Genl )

*Later references.*

Edn 282-9-2

Gen 173-29 (1/2)

Later R. (Ex Dep No. 183/52-3.)

# GENERAL AND REVENUE SECRETARIAT.

*Serial Nos.*

**Part B for** December 16

SUBJECT.

Typed matter in official correspondence, need for mitigation

No G 2520-69-Gen 373-16-1

dated 6-12-16

SL

WD 88—GPB—50,000—24-7-16

Bombay Castoms Rec
21-12-16

G. R. S. 11] 191 6.

GENERAL AND REVENUE SECRETARIAT.

( Gen )

OTES.

File No. 373-16

FILE HEADING.

The need for initialling every page of typed matter in official correspondence

From

| No. | Dated | Received |
|---|---|---|

| Diary No. | Enclos. | Spare Copies. | Serial No. / |
|---|---|---|---|

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

W. D. 2725—GPB—2,000—5-5-16

Lr No 1704
23.11.16

REPLY.

*(To be written on this margin.)*

# Office of the Dewan of Mysore.

NOTE.

*Dated* November *1916* .

5-29-16 & 24.11.16.

*I shall be glad if the Secretary, General Department, will kindly suggest a draft circular memorandum impressing upon all officers of Government the need for initialling every page of typed matter in official correspondence.*

22.11.16

*The Secretary,*
*General Department.*

2) 24.11 draft in 2 days, please
24/11 24/11/16

3) submitted with a draft
24.11.16
Gen Secy
Dewan

4 3214 4.12.16

24/11/16
Secy
24/11/16

5 Draft approved by Dewan.
4.12.16.

Secy
24/11/16

9m 5-29-16

G. R. S. 12]

General and Revenue Secretariat.

G. R. File No. 373 of 1916.

| Serial No. | |
|---|---|
| B | To: Heads of Depts: & Dy Comrs of Dts: No: G.7520-69 of 6.12.16 Directs that every page of typed matter in official correspondence be initialed by the officer from whom the correspondence emanates. |

NOTE—Contn. sheet.

GPB—70.000—17-12-15

S.O. 4 Copies 4

General and Revenue Secretariat,

Bangalore, 6th December 1916.

No: G. 7520-69/G.R. 373-16-1

CIRCULAR MEMORANDUM.

At present, an official communication consisting of two or more pages of typed matter is generally signed only on the last page. This is not a sufficient safe-guard against the possible substitution of other typed pages for those not bearing any signature or initials.

Accordingly, Government desire to impress upon all officers the need for their initialling every page of typed matter in all official correspondence emanating from them.

By order,

Secretary to Government,
General Department.

To

The Heads of Departments.
" Deputy Commissioners of districts.

5

# Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

## Cir. Memo. No. G. 7520-69—G. M. 373-16-1, dated 6th December 1916.

**Typed Matter in Official Correspondence.**

Directs that every page of —— be initialled by the officers from whom the correspondence emanates.

W D—563—GPB—13-12-16—350

**S. O.**



**Typed Matter in Official Correspondence.**

No. G. 7520-69 / G. M. 373-16-1

GOVERNMENT OF H. H. THE MAHARAJA OF MYSORE,
GENERAL AND REVENUE SECRETARIAT,
*Dated Bangalore, the 6th December 1916.*

## CIRCULAR MEMORANDUM.

At present, an official communication consisting of two or more pages of typed matter is generally signed only on the last page. This is not a sufficient safeguard against the possible substitution of other typed pages for those not bearing any signature or initials.

Accordingly, Government desire to impress upon all officers the need for their initialling every page of typed matter in all official correspondence emanating from them.

By Order,

D. M. NARASINGA RAO,
*Secy. to Govt., Gen. Dept.*

To—The Heads of Departments.
The Deputy Commissioners of Districts.

Exd.—C. R